

Membership Balance Plan
U.S. Air Force Scientific Advisory Board

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the U.S. Air Force Scientific Advisory Board (“the Board”).
2. Mission/Function: The Board, under the provisions of FACA, shall provide independent advice and recommendations to the Secretary of Defense, through the Secretary of the Air Force, to include the Secretary of the Air Force’s senior leadership, as determined by the Office of the Secretary of the Air Force, on matters relating to the Air Force’s scientific, technical, manufacturing, acquisition, logistics, and business management functions, and on other Department of the Air Force related matters as determined by the Secretary of the Air Force. The Board shall:
 - a. Conduct studies on topics deemed critical by the Secretary of the Air Force and the Chief of Staff of the Air Force.
 - b. Recommend application of technology to improve U.S. Air Force capabilities.
 - c. Provide an independent review of the quality and relevance of the U.S. Air Force science and technology program.
3. Points of View: The Board shall be comprised of no more than 20 members. All Board members are distinguished members of the science and technology communities, Federally Funded Research and Development Centers (FFRDCs), National Laboratories, industry, and academia (universities and colleges).

The Department of Defense (DoD), in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters being handled by the Board. The DoD has found that viewing the complex issues facing the Air Force through a multidisciplinary advisory committee provides the DoD, and more importantly, the American public with a broader understanding of the issues on which to base subsequent policy decisions.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on the matters before the Board, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Board members appointed by the Secretary of Defense or Deputy Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants under the authority of 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Board members who are full-time or permanent part-time Federal employees shall be appointed pursuant to the authority of 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members. All Board members appointments shall be renewed on an annual basis.

The Board’s membership balance is not static, and the Secretary of Defense may change the membership based upon work assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Air Force, as the Board’s sponsor. In addition, the DoD, unless otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

Membership Balance Plan
U.S. Air Force Scientific Advisory Board

4. Other Balance Factors: N/A

5. Candidate Identification Process: The DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals with extensive professional experience in the science and technology communities. Candidates for appointment are typically selected from academia, industry/business, FFRDCs, and National Laboratories. Calls for nominations are made annually via the Board's website, requests from the Military Director to Air Force senior leadership, and the Air Force portal. Nominations for potential membership may be made by anyone.

Once potential candidates are identified, the Board's Designated Federal Officer, with recommendations from the Board's Chair, reviews the credentials of each individual and narrows the list of potential candidates and forwards the list, with approval from the Military Director, to the Secretary of the Air Force. During the Secretary of the Air Force review, he or she strives to achieve a balance between the educational and professional credentials of the individuals and the subject matters anticipated to be reviewed by the Board to achieve expertise in points of view regarding anticipated topics.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the DoD Office of General Counsel and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Board's charter and membership balance plan. Following this review, the Secretary of the Air Force formally nominates the potential candidates to the Secretary of Defense for approval; pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the DoD.

Following Secretary of Defense or Deputy Secretary of Defense approval, candidates are required to complete the necessary appointment paperwork and meet ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

Board and subcommittee member vacancies will be filled in the same manner as described in the previous four paragraphs above.

The Secretary of Defense may approve the appointment of Board members for one-to-four year terms of service; however, no member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees.

6. Subcommittee Balance: The DoD, when necessary, and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board.

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members in the same manner as Board appointments are made, and these individuals may come from the Board or be new nominees, as recommended by the Board's sponsor and based upon the matters under consideration. Board members appointed by the Secretary of Defense or

Membership Balance Plan
U.S. Air Force Scientific Advisory Board

Deputy Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants under the authority of 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Board members who are full-time or permanent part-time Federal employees shall be appointed pursuant to the authority of 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members. All Board members appointments shall be renewed on an annual basis.

7. Other: As nominees are considered for appointment to the Committee, the DoD adheres to the Office of Management and Budget's Final Guidance on Appointment of Lobbyists to Federal Committees and Commissions (76 FR 61756; October 5, 2011) and the rules and regulations issued by the Office of Government Ethics.
8. Prepared: May 21, 2014